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MEET-5
OTR Staff
meeting

MINUTES

OTR STAFF MEETING

23 Mar 54

Document No. 010

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 7 Feb 78 By: 022

Attendance:

25X1

1. [] Chief, Admin Staff, discussed the functions, problems and plans of his staff. He defined internal organizational structure of the Administrative Staff, identifying the Personnel, Budget and Supply sections, and the Registrar, as being the principal components of this Staff unit.

25X1

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25X1

2. [] Security Officer, followed [] with a brief discussion of the concepts of security and their applicability to the Office of Training. [] was identified as the principal contact between components of OTR and the Security Office. Mr. Baird specifically directed that all matters of a security nature be processed through []

25X1

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3. [] indicated that in the very near future he would set up a new plan for building security and designate OTR personnel and their alternates with responsibility for building security in the event of disaster.

25X1

25X1

4. []

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5. Mr. Baird made reference to the recent memorandum to all Staff and Division Chiefs regarding preparation of the weekly report. He emphasized the desirability of writing the significant item in a manner which would permit the inclusion of such item, without alteration, in the D/TR report to DCI. [] further emphasized the necessity for writing these items in a complete fashion, including all pertinent data even though it may be presumed that Mr. Baird or [] may have prior knowledge of the item in question.

25X1

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6. []

7. [] was asked to arrange a subsequent briefing by the Security Office for personnel [] who would be interested in learning more about the functions and responsibilities of the Security Office.

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A G E N D A

OTR STAFF MEETING

T u e s d a y
23 Mar 54

25X1

1. Briefing - 29-30 March 1954 and new instructors)
(Discussion of plan for OTR briefing of new trng officers)

25X1

2. Instructors' Attitude Towards Training Evaluation
3. Human Resources - Suggestion for Improvement (Mr. Baird)
(Discussion of recent memorandum calling for suggestions for improvement in management with reference to date, suggestions desired, and the concreteness of suggestions to be made, specifying interest in recommendations for implementation of any suggestion made.)

4.

25X1

5. Significant Items (Weekly Report) --(Mr. Baird)
(Discussion of Mr. Baird's concept of significant items for weekly report)

25X1

6.
Discussion of Functions and Responsibilities, Admin Staff, OTR

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